

Date: September 8, 2016

TO: 19 Performance Measurement Counties (PMC)
Field Operations Bureau (FOB) staff

SUBJECT/PURPOSE: Retention Policy of Quality Control (QC) Records

RELATED REFERENCE: [QC Policy Memo 06-01](#) - (link will only work if you have access to the FNS PartnerWeb) Retention of QC Records

SUPERSEDES: Transmittal 09-07

EFFECTIVE DATE: Upon Receipt

BACKGROUND:

The purpose of this transmittal is to inform PMC QC supervisors and FOB staff about record retention requirements for QC reviews. Federal regulations stipulate that QC records be retained for three years following the QC closure of the particular federal fiscal year (FFY).

INSTRUCTIONS:

The PMC and the FOB must retain QC records for three years if California does not incur a sanction liability.

The closure of the FFY is the announcement date of the error rates. The error rate is typically announced in June following the applicable FFY. If California incurs a sanction liability amount, the fiscal closure is based upon the signed date of the settlement agreement.

DEFINITIONS

QC record – All documentation used in the review of the QC sampled case and transmitted to FNS. Examples of documentation retained for three years include CalFresh applications (online, paper, telephonic signature, and electronic signature), income verification(s), notice of action(s), budgets, et cetera.

ACRONYM(S)

USDA FNS – United States Department of Agriculture, Food and Nutrition Service

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